

GLOSSARY

ACTUAL DATA – Information on the claim the agency has documentation at the time of submitting the claim.

ADMINISTRATIVE REVIEW – A comprehensive examination by CDE of a CCFP sponsor to determine compliance with federal, state and local regulations.

ADULT – Any individual 21 years of age or older.

AGENCY – See *sponsor*.

ANNUAL AUDIT STATUS CERTIFICATION (AASC) – A data form that must be completed annually by the sponsor attesting to the total amount of federal financial assistance received during the year.

ANNUALLY – Refers to federal fiscal year, October 1 through September 30.

APPEAL – A request or reference to a third party or authority for a decision, corroboration or judgment.

APPEAL RIGHTS – The sponsor's privilege to request reconsideration by a third party authority when an adverse action is taken against a sponsor or sponsoring organization.

APPEALABLE ACTIONS – Actions that adversely affect the participation of a sponsor in CCFP.

AUDITED CLAIM – A claim having corrections or changes made to a previously submitted claim as required by CDE as a result of the findings of an independent audit report or administrative review.

AUDITOR-IN-CHARGE (AIC) – The primary auditor responsible for conducting and completing an audit.

BILLING INVOICE – A statement of amount due to CDE.

CALENDAR DAYS – A number of consecutive days, including holidays and weekends.

CASH-IN-LIEU – Cash in place of commodities

CERTIFIED PUBLIC ACCOUNTANT (CPA) – A person licensed by the California State Board of Accountancy to perform audits.

CHILD CARE CENTER (CCC) – A licensed facility where children under 13 years of age are in care

CHILDREN – 1. Persons under 13 years of age, 2. children of migrant workers under 16 years of age, 3. mentally or physically disabled persons enrolled in an institution or a child care facility serving a majority of persons under 19 years of age.

CLAIM – A Child Care Food Program request for reimbursement submitted on a Claim for Reimbursement form by a sponsor to CDE for payment.

COMPLAINANT – Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization, who files a complaint.

COMPLAINT – A written or verbal statement alleging a violation of a federal or state law or regulation, which may include an allegation of unlawful discrimination.

COMPLAINT COORDINATOR – A staff member of CNFDD responsible for receiving, referring and following all program complaints until resolution.

CORRECTED CLAIM – A claim resubmitted by the sponsor after it was returned by CDE/EFD for corrections in order to be processed. CDE generally will advise the sponsor by telephone that the claim must be corrected before it can be processed for payment. CDE/EFD may be able to correct the claim after conferring with the sponsor.

CORRECTIVE ACTION PLAN (CAP) – Method proposed by sponsor to correct compliance issues discovered during an audit or administrative review.

CURRENT INCOME – Income received during the month prior to completing a CEA and multiplied by 12. If such income does not accurately reflect the household's annual income, it shall be based on the projected annual household income. If the prior year's income provides an accurate reflection of the household's current annual income, the prior year may be used as a base for the projected annual income. A parent or guardian under the age of 21 must include his or her income as part of the total household income.

DAY CARE HOME (DCH)– An organized nonresidential child care program for children enrolled in a private home, licensed or approved as a family day care.

DISABILITY – Any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

DISCRIMINATION-- The act of making a distinction in favor or against a person on a categorical basis (e.g., race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital/family status) rather than according to actual merit.

ECONOMIC UNIT—A group of related or unrelated people who share housing and all significant income and expenses.

EDUCATION FINANCE DIVISION (EFD) – The unit responsible for processing CCFP claims for reimbursement.

ENROLLED CHILD – A child whose parent or guardian has submitted a signed document to an organization indicating that the child is enrolled for care.

FAMILY – A group of related or unrelated individuals, who are not residents of an institution or boarding house, but who are living as one economic unit.

FEDERAL FINANCIAL ASSISTANCE (FFA) – Assistance provided by a federal agency in the form of grants, contracts, cooperative agreements, loans, loan guarantees, property, interest subsidies, insurance, or direct appropriations, but does not include direct federal cash assistance to individuals. It includes awards received directly from federal agencies or indirectly through other units of state and local governments.

FEDERAL REGULATIONS – The Code of Federal Regulations (7 CFR, Part 226, Child Care Food Program).provided by the United States Department of Agriculture.

FISCAL YEAR – see program year

FISCAL ACTION – An underpayment and/or overpayment resulting from the findings of an administrative review or audit.

FOOD SERVICE MANAGEMENT COMPANY (FSMC) – An organization other than a public or private nonprofit school, with which a sponsor may contract to provide meals

FOSTER CHILD – A ward of a court or welfare agency placed in residence in a private household. Since the court or agency retains legal responsibility for such a child, the foster home is in fact an extension of that agency, and the foster child is considered a family of one.

HOUSEHOLD – Used interchangeably with "family" as defined above.

INCOME ELIGIBILITY GUIDELINES (IEG) – Criteria for determining the eligibility of children enrolled in CCFP; the guidelines are adjusted annually.

INCOME TO THE PROGRAM – Any funds used in an institution's food service program, including, but not limited to all monies, other than program payments, received from other federal, state, intermediate, or local government sources; participant's payments for meals and food service fees; income from any food sales to adults; and other income, including cash donations or grants from organizations or individuals.

INSTITUTION – See *sponsor*

MEALS – Food served to enrolled children in child care centers that meet USDA nutritional requirements.

MENU PRODUCTION RECORDS (MPRs) – documentation of type and amount of foods prepared and served to meet the USDA meal patterns.

NONRESIDENTIAL CHILDREN – Children who are not maintained in care for more than 24 hours on a regular basis.

OFFICE OF ADMINISTRATIVE HEARINGS (OAH) – Adjudicator body presiding over appeal hearings.

ORAL HEARING – An appeal process conducted as a full evidentiary hearing. It provides the sponsor an opportunity to present written documents to the hearing officer.

ORGANIZATION – see sponsor

ORGANIZATION-WIDE AUDIT (OWA) – An audit conducted by an independent auditor of all funds received by an organization, inclusive of federal, state, local, and private funds, in accordance with the provisions of OMB Circular A-133 or OMB Circular A-128.

ORIGINAL CLAIM – The first claim submitted by a sponsor to CDE/EFD for a particular month.

OVERPAYMENT – Funds due to CDE.

PROGRAM ASSISTANCE – Efforts by representatives of CNFDD to assist a sponsoring agency to achieve compliance or improve program quality.

PROGRAM YEAR – Refers to the federal fiscal year, a period of 12 calendar months beginning October 1 of any year and ending on September 30 of the following year.

REVISED/ADJUSTED CLAIM – Any claim subsequent to the original claim that a sponsor submits with any changes. Claims subsequent to the original that are required by CDE as a result of audit or administrative review are excluded from this category (See Audited Claim).

SPONSOR – A public or nonprofit private organization approved for participation in CCFP.

SPONSORING ORGANIZATION OF INDEPENDENT CENTERS (SOIC) – An organization that provides CCFP services to centers that are legally distinct from the SOIC.

SUMMATION REPORT – A report presented to a sponsor following an administrative review detailing the review findings and necessary CAP.

TECHNICAL ASSISTANCE – See *program assistance*.

UNDERPAYMENT – Funds due to the sponsor.

WAIVER AND SUSPENSION – Actions taken by an authorized CDE official to suspend or waive a portion or all of a finding or an overpayment owed by the sponsor to CDE.

WRITTEN REVIEW – An appeal process whereby a hearing officer reviews all documentation pertaining to the issues in dispute.

WRITTEN REVIEW WITH ORAL HEARING (WRO) – An appeal process whereby a sponsor is allowed to present an oral statement to the hearing officer. A written statement is prepared to help in presenting the argument.